



Arlington Historic District Commissions

Application for Certificate (Read instructions on reverse before completing form)

For Commission Use Only:

Date Rec: _____

Hearing Date: _____

Certificate #: _____

Monitor: _____

Certificate Requested:

- ☐ Appropriateness – for work described herein
- ☐ Non-Applicability – for the following reason(s):
 - ☐ Not subject to public view
 - ☐ Maintenance, repair, or replacement using same design and materials
 - ☐ Proposed change specifically excluded from review under Bylaw
 - ☐ Other: _____
- ☐ Hardship – financial or otherwise and does not conflict substantially with the intent and purposes of the Bylaw

General Information:

Property Address _____ District _____

Owner(s) _____ Email _____

Owner's Phone (h) _____ (w) _____ (fax) _____

Owner's Address _____

Applicant (if not Owner) _____

Applicant's Phone (h) _____ (w) _____ (fax) _____

Applicant's Address _____

Applicant's Relationship to Owner _____

Contractor _____ Phone _____

Architect _____ Phone _____

Dates of Anticipated Work: Start _____ Completion _____

Description of Proposed Work: (attach additional pages as necessary) Please include a description of how the proposed work (if a change or addition) is historically and architecturally compatible with the building and the District as a whole.

Required Documentation to be Attached: (see attached instructions) Failure to provide sufficient documentation could delay action upon application.

- ☐ Plans/scale drawings
- ☐ Existing and proposed site or plot plans
- ☐ Existing conditions photographs of structure and areas affected
- ☐ Material samples and/or product literature
- ☐ Other _____

I have read the attached instructions and, to the best of my knowledge, the information contained in this application is accurate and complete. I also give permission for members of the AHDC to access the property for the purpose of reviewing this application and work done under any certificate issued to me.

Owners Signature(s): _____ **Date:** _____

Application Information and Instructions

CONTACT THE COMMISSION BEFORE YOU BEGIN ANY EXTERIOR WORK WITHIN AN HISTORIC DISTRICT: Property owners in an Historic District are required to obtain a certificate from the Commission prior to starting any exterior work on buildings or structures. Once an application is received, a formal public hearing will be scheduled to consider the application, public notice will be published, and abutters and interested parties will be notified. Please note that, by Town Bylaw, the building department cannot issue a building permit for exterior work or demolition without the necessary certificate from this Commission. Anyone contemplating exterior work should contact the Commission's Executive Secretary at the number provided below. Property owners are encouraged to present preliminary plans to individual Commissioners or at informal Commission hearings to better understand Commission requirements.

Summary of Commission Authority: The Historic Districts Act, Massachusetts General Laws Chapter 40C, was created to protect and preserve the historic resources of the Commonwealth through a local review system that encourages and ensures compatible improvement and development. Under Chapter 40 C and Town Bylaw, the Arlington Historic District Commissions are required to review the architectural appropriateness of most proposed exterior design changes, whether they be a minor alteration, new additions, or removal of trim or structures. The applicant bears the burden of establishing that the proposed work is not inconsistent with the historic nature of the district. The Commission will issue a certificate of non-applicability (often without a formal hearing) for items specifically excluded from review such as: exterior features not subject to public view, or such items as specifically identified by Bylaw such as paint color, color of roof material, storm doors and windows, air conditioners, lawn ornaments, or most landscaping. Failure to comply with the Arlington Town Bylaws establishing the Historic Districts by failing to obtain a required certificate or refusing to cease uncertificated work can result in penalties of up to \$50 per day.

Types of Certificates:

Certificate of Appropriateness – Required for exterior alterations and new construction that are subject to public view unless specifically exempted by the Bylaw.

Certificate of Non-Applicability – Issued for matters that are specifically excluded from review under the Bylaw.

Certificate of Hardship – Issued when the denial of a Certificate would constitute a hardship, financial or otherwise, on the property owner and if the proposed work does not conflict substantially with the intent and purposes of the Bylaw. Approval of a Certificate of Hardship requires detailed documentation of specific hardship to an individual property owner.

Required Documentation: At a minimum, the documentation specifically listed on the application form is required. Please check off the appropriate boxes on the application to indicate that the necessary documentation is attached. If necessary, documentation not included with the application can be filed by the 15th day of the hearing month. In an emergency, required documentation can be presented at the formal hearing, however, this may delay action on the application. Based on the complexity or unique nature of a particular project, the Commission may, as allowed by law, require additional information. Failure to provide sufficient documentation could delay approval or be cause for a negative determination.

Application Deadlines: The Commission typically meets on the fourth Thursday of each month (third Thursday in November and December) at the Whittemore-Robbins House, 670R Massachusetts Avenue (behind the Robbins Library). To allow for the publishing of legally required notices prior to individual hearings, completed applications must be received three to four weeks prior to the Commission hearing date. Specific deadlines for each hearing can be obtained from the Commission's Executive Secretary. In most cases, failure to meet these deadlines will delay scheduling of a formal hearing until the following month. Upon approval of an application at a formal hearing, a certificate will be issued approximately one week from the date of the hearing and a copy will be sent to the Building Inspector to allow issuance of a permit.

Contact Information: Inquiries and completed applications should be directed to Carol Greeley, Executive Secretary, 15 Temple Street, Arlington MA 02476, or (781) 316-3265, carol.greeley@gmail.com. Any additional questions can be addressed to the Commissions' Chair Stephen Makowka at (617) 520-0220(w) or (781) 643-6054(h).